

CONTROL CENTER
SOP NUMBER 1

IDEALIST MISSION MESSAGE NOTIFICATION

1. PURPOSE: The purpose is to establish procedures to insure that all Idealist Mission Messages are prepared and transmitted.

2. RESPONSIBILITY: It is the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures outlined in this SOP are complied with.

3. PROCEDURES:

a. The Idealist Section will prepare all messages pertaining to any planned Idealist Mission.

b. Upon completion of Mission Messages the Idealist Section will hand carry completed messages to the Operations Supervisor on duty in the Control Center.

(1) The Operations Supervisor on duty in the Control Center will, upon receipt of the completed mission message, insure that all messages required for that particular phase of the mission (i.e. Alert, Mission Plan, Go-No-Go, Take-off and Landing) are accounted for.

(2) After the Operations Supervisor on duty in the Control Center has insured that all messages required have been completed, he will hand carry mission messages to the Signal Center, and request that a soft copy be made available after processing.

(3) After the Operations Supervisor on duty in the Control Center receives the processed copy from the Signal Center he will log the date time group and cite number of each mission message on the Control Center Mission Checklist.

(4) The Control Center Mission Checklist will be maintained in the Mission Folder.

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